



# South Carolina Commission on Higher Education

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## MEMORANDUM

**DATE:** June 16, 2015  
**TO:** Members of the Commission on Higher Education  
**FROM:** John L. Finan, Chairman

The Commission on Higher Education will hold a special called meeting on Thursday, June 18 at 3:30 p.m. The meeting will be held by teleconference with availability also at the Commission's offices located at 1122 Lady Street, Suite 300. An agenda is found below.

To access the Conference Call: Dial: 800-503-2899 and Enter Access Code 737-2275

For additional information, please contact Ms. Beth Rogers at 803-737-2275 or brogers@che.s.c.gov.

### AGENDA:

**SC Commission on Higher Education  
1122 Lady Street, Suite 300  
Columbia, SC 29201  
Thursday, June 18, 2015 at 3:30 p.m.  
MEETING HELD BY TELECONFERENCE**

- 1) Welcome and Introductions - John Finan
- 2) Consideration of the establishment of a special committee of the Commission, the CHE Executive Director Search Committee (Attachment)
- 3) Adjournment

Meeting notification posted at CHE's offices and online at <http://www.che.sc.gov/Calendar/CheMeeting.asp>

*Copy distributed by email to:*

Ms. Molly Spearman, S.C. State Superintendent of Education  
Dr. Danny Varat, State Board of Education  
Presidents, Public Colleges and Universities  
Dr. Jimmie Williamson, President, SC Technical College System  
Mr. Mike LeFever, President, S.C. Independent Colleges and Universities, Inc.  
Press and Interested Parties

**Attachment, Agenda Item 2  
CHE Meeting of June 18, 2015**

**Consideration of the Establishment of a Special Committee of the Commission, the  
CHE Executive Director Search Committee**

***Background***

Pursuant to the §59-103-25 of the S.C. Code of Laws, as amended, and per Section III.2.a of the Commission on Higher Education (CHE) "Bylaws, Rules and Procedures" (Bylaws), special committees of the Commission "may be created and their duties prescribed by a majority vote of the membership of the Commission." According to Section III.3 of the Bylaws, the chair (of the Commission) will appoint members to any special committees created by the Commission.

The Commission is undertaking a search for the executive director of the Commission. A special committee for purposes of assistance with the search process will be established by the Commission. The committee is to be referred to as the CHE Executive Director Search Committee, and will include members from the Commission to be appointed by the chair of the Commission. In addition, outside advisors (non-commissioners) will be identified by the chair to give input to the committee as to the qualities and experiences they deem desirable for the next executive director. They also will assist in the identification and solicitation of the qualified candidates to ensure that the committee receives input from various constituencies including the higher education community, business, and public education.

The CHE Executive Director Search Committee is expected to conduct its work so as to provide the Commission the names of at least three qualified candidates for consideration for the position of executive director, unless extraordinary circumstances may lead the committee to bring forward less than three candidates for consideration.

The CHE Executive Director Search Committee will perform duties as assigned by the Commission in the assistance of identifying qualified executive director candidates for consideration of the full Commission. Duties of the committee include but may not be limited to providing advice regarding the candidate qualifications, receiving and reviewing applications, inviting any nominated candidates to apply, conducting interviews, and determining its process for the receipt and review of applications in fulfilling its charge. As the committee looks to nominate the best and most qualified candidates, the committee will consider input from the outside advisors who have agreed to assist the committee. The committee's process may include assistance by and coordination with the State Office of Human Resources or other appropriate state entities, CHE staff, and/or a professional search firm or consultant(s) as may be determined. The committee will conduct its business in accordance with the S.C. Freedom of Information Act and all other applicable state rules and regulations as may apply. The committee is further directed to bring qualified candidates for consideration of the Commission as expeditiously as possible.

***Motion for Consideration***

The S.C. Commission on Higher Education establishes a special committee of the Commission, the CHE Executive Director Search Committee, charged with providing to the Commission for its consideration the names of at least three qualified candidates for the position of executive director, unless extraordinary circumstances may lead the Committee to bring forward less than three candidates for consideration. The Committee shall be appointed by the chair of the Commission and will carry out duties as described herein. The CHE Executive Director Search Committee shall be dissolved upon the completion of its charge or as otherwise determined by the Commission.